



# Alaska Geologic Materials Center Policy

(Applies to all users of the facility, whether individuals, corporations, or agencies)

State of Alaska

Department of Natural Resources

Division of Geological & Geophysical Surveys

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## Public examination of materials

- 1) The Alaska Geologic Materials Center (GMC) is open to the public during normal state working hours (Monday–Friday, 8:00 am to 4:30 pm, except State holidays); arrangements for visits after normal working hours are at the discretion of the curator upon sufficient advance notice;
- 2) All materials, processed materials, and well data reports at the Alaska GMC are available to the public for examination; i.e., no material at the GMC is confidential;
- 3) It is recommended that the examiner make reservations for any planned Alaska GMC visits;
- 4) The examiner is required to follow Alaska GMC policies;
- 5) The GMC curator will maintain sample storage in orderly condition;
- 6) The curator will provide instructions and render assistance in removing sample boxes from shelves and restacking boxes after use;
- 7) If an examiner wishes to personally remove sample boxes from shelves, he/she must have the approval of the curator for the specific wells and samples;
- 8) The examiner must make tape repair to any damaged sample envelopes during his/her handling of the samples so that no material will be lost (tape will be supplied by the GMC);
- 9) The examiner will be required to return material to its original order following handling of processed material (i.e., glass slides) and/or unprocessed material, including the restoration of the original orientations of core in their storage boxes;
- 10) The examiner must report any missing samples, and any missing or poorly processed material to the curator;

- 11) The examiner is required to re-tape material container cartons after his/her examinations (GMC will supply the tape);
- 12) The examiner must bring his/her own equipment (petrographic microscopes, hand lenses, etc.) to the GMC; however, any available GMC equipment may be used;
- 13) No processed material in the GMC is to be removed from the GMC examining room, even overnight, except when special equipment, which cannot be moved to the GMC, is necessary to examine the processed material. Cooperating government agencies may borrow limited processed materials for a specified duration if the curator approves;
- 14) No material is to be removed from the GMC except as outlined below in the preparation of special materials section;
- 15) Changes to these Alaska GMC policies may be made by the Alaska GMC advisory board.

## **Preparation of special materials**

### **A. Establishing project**

- 1) Requester is required to contact the GMC in writing with his/her request for material, with specifics regarding what processing of what samples and at what well intervals is planned (telephone contact before the letter is recommended). The written request should be made at least one week before the requester plans to do the GMC sampling;
- 2) If the requester or his/her company plans to give the GMC planned "checked-out" material to any other parties for examination or processing, the requester must supply the name of the other parties to the curator at the time of the request;
- 3) The curator will hold a letter request for sampling of a "to-be-released" well for not more than three months before the scheduled release of the well. The curator will not honor more than three such pending well requests from a single company;
- 4) Curator will confirm that the project will not duplicate previous work;
- 5) Curator will determine whether sufficient samples (cuttings), core chips, or core exist in collection for permanent reference (minimum of heaping tablespoon per sample envelope and 1/2 cubic inch core chip);
- 6) Curator will determine potential conflicts of the project to forthcoming state and/or federal oil and gas lease sales, and allow no project to be established unless slides and/or analyses will be returned to the GMC no less than 4 months prior to sale date;

- 7) Curator will outline with the requester the requirements and conditions of project (this may be done by phone, in person, and/or by email);
- 8) Samples for foraminifera, palynologic, and kerogen/tai profile processing are to be taken all at once from the same GMC cut (material extracted) if amount of material permits (foraminifera is not required for non-marine sediments);
- 9) No party or individual may have materials from more than three oil and gas wells checked out at the same time unless approved by curator due to logical/technical justification. If processing of GMC materials is being performed by an agency or individual outside of the United States, then materials for only one well may be checked out of the GMC per party at any given time unless the curator approves otherwise due to logical/technical justification.

#### B. Extraction ("cutting") of material from GMC samples

- 1) The curator will supervise and/or perform the cutting operation, and will allow no cuts to be made from those samples or core chips where quantity of material is less than the minimum required for permanent reference. In addition, representative samples must remain in the GMC collection;
- 2) The curator will allow no more than 1 cubic inch and no more than 25% of original sample, whichever is smaller, to be cut from each sample interval or 1 foot of core, except when the curator determines that the quantity of material allows *and* such material quantities are necessary for good results;
- 3) The examiner will supply to the curator a written list of sample and/or core footages from which material is to be extracted, and approximate amount of material to be extracted per interval;
- 4) The requester of services will be required to compensate the GMC for personnel costs necessary to complete the extraction and/or preparation of materials if the tasks for one requester in a calendar month exceed five person-hours: Alaska Administrative Code, Fees for Department of Natural Resources Services 11 AAC 05.010–11 AAC 05.900, Section 40.25.110[c].

#### C. "Checked-out" well material

- 1) The curator will track due dates for materials being processed;
- 2) The extractor (processor) must contact the GMC immediately if any processing complications occur with GMC materials, or if there is a need to change the type of processing on the GMC materials;
- 3) The curator will keep confidential during the processing the name of the individual or party that has "checked-out" material, although other information about due dates and type of processing is not confidential;

- 4) All processed material (including any duplicate slides) and resultant "raw" data, as well as any remaining material and/or residue must be received at the GMC within 3 months of the extraction date, unless the GMC curator deems more time is justified due to the nature of the project (DGGs and cooperating government agencies may keep a duplicate set of glass slides longer if the amount of GMC material permits);
- 5) The examiner (or processor) must package all processed materials to be shipped to the GMC with reasonable measures taken to prevent breakage;
- 6) The curator will deny the use of the Geologic Materials Center to anyone who has overdue material.

#### D. Receiving of processed material

- 1) The curator will confirm that returned processed material (slides and/or reports) covers each sample site and/or depth from which material was extracted from the GMC set;
- 2) The curator will confirm that returned processed material fulfills all obligations of the project, and that the resulting processed materials and/or data are of high useable standards as determined by professional users of the GMC;
- 3) The curator will incorporate slides made from GMC material into respective files, and provide copies of any associated reports to AOGCC and ARLIS;
- 4) The curator will add returned processed material to GMC inventory computer files of geologic slides and/or reports.